



**VIRGIN ISLANDS**  
PUBLIC BROADCASTING SYSTEM

WTJX-TV | WTJX-FM 93.1

**W W W . W T J X . O R G**

## **VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM**

### **WTJX-TV CHANNEL 12 | WTJX-FM 93.1**

1600 Kongens Gade, 1B  
St. Thomas, VI 00802  
Telephone (340) 718-3339 Fax (340) 718-4555

### **REQUEST FOR PROPOSALS**

#### **RFP 001-2023-DR-STT**

#### **Temporary Studio Equipment Integration**

**Issue date:**  
**February 16, 2023**

**Submittal deadline:**  
**March 17, 2023**

**Contact person:**  
Kia-T'Nique Thomas  
Disaster Recovery Specialist  
[kthomas@wtjx.org](mailto:kthomas@wtjx.org)

## TABLE OF CONTENTS

1.0	INTRODUCTION .....	1
1.1	CONTEXT .....	1
1.2	GOALS AND OBJECTIVES .....	1
2.0	SCOPE OF WORK .....	1
2.1.1	Task (1): .....	1
2.1.2	Task (2): .....	3
2.1.3	Task (3): .....	3
2.1.4	Task (4): .....	3
2.2	KEY DELIVERABLES .....	3
2.3	COMMENCEMENT OF SERVICES .....	3
2.4	NUMBER OF AWARDS .....	4
3.0	REQUIRED MINIMUM QUALIFICATIONS OF RESPONDENT .....	4
3.1	REQUIREMENT OF LEGAL ENTITIES .....	5
4.0	TERM OF ENGAGEMENT .....	5
5.0	PRICE AND PAYMENT .....	5
6.0	USE OF SUBCONTRACTORS .....	5
7.0	REQUESTS FOR PROPOSALS SCHEDULE .....	5
8.0	ISSUING AND PROCURING OFFICE .....	6
9.0	CONFLICT OF INTEREST .....	6
10.0	M/WBE .....	6
11.0	GENERAL FEDERAL GRANT REQUIREMENTS .....	6
12.0	STANDARD CLAUSES FOR CONTRACTS WITH WTJX .....	7
13.0	VI CODE GROSS RECEIPTS TAX LAW .....	7
14.0	DELIVERY OF BID PACKAGES .....	8
15.0	BID PACKAGE FORMAT & PROPOSAL CONTENT .....	8
15.1	REQUIRED DOCUMENTS .....	13
15.2	BONDING REQUIREMENTS .....	13
16.0	SELECTION PROCESS .....	14
16.1	INTERVIEW AND/OR DEMO .....	14

Request for Proposals  
RFP 001-2020-DR STT

Temporary Studio Equipment Integration

16.2	RIGHT TO REJECT BID PACKAGES .....	14
16.3	CHANGES, ADDENDA, AND WITHDRAWALS .....	15
16.4	COST OF OFFER OR PREPARATION .....	15
16.5	CONTRACT AWARD AND EXECUTION.....	15
	NON-COLLUSIVE AFFIDAVIT .....	16
	DEBARMENT CERTIFICATION FORM .....	17
	CONTRACT DOCUMENT CHECKLIST .....	18
	CONTRACTOR'S QUALIFICATION STATEMENT .....	20
	CONFLICT OF INTEREST.....	22
	AUTHORIZATION FOR BACKGROUND CHECK & FINANCIAL INFORMATION .....	24
	PRIOR PERFORMANCE CERTIFICATION .....	25
	BASE BID SHEET .....	26
	ENCLOSURE CHECKLIST.....	28
	FORM FOR SUBMISSION OF INQUIRIES .....	29

## **Virgin Islands Public Broadcasting System**

---

### **RFP 001-DR-2020- STT REQUEST FOR PROPOSALS WTJX**

---

#### **1.0 INTRODUCTION**

The Virgin Islands Public Broadcasting System is the territory's PBS and NPR member stations operating and broadcasting television from WTJX-TV ch12 and radio from WTJX-FM 93.1.

#### **1.1 CONTEXT**

In September of 2017, St. Thomas sustained a direct impact from Hurricane Irma. The Virgin Islands Public Broadcasting System was not immune to the destruction of such a powerful storm. The System's main studio and office location at Haypiece Hill (Subbase) suffered complete and catastrophic destruction, leaving WTJX-TV without these facilities on St. Thomas. As a result, WTJX is leasing temporary office & studio space at the Alton Adams building at 1B Kongens Gade until the Haypiece Hill location is rebuilt.

#### **1.2 GOALS AND OBJECTIVES**

The Virgin Islands Public Broadcasting System is requesting bid proposals for the purchase of broadcast studio equipment and the integration of this equipment into the temporary space. The main goal is to restore studio production capabilities in St. Thomas. Another objective is to purchase field equipment to be temporarily utilized in the temporary space with the long-term intent to transition it easily to field use at an undetermined future date.

#### **2.0 SCOPE OF WORK**

The respondent will provide the equipment, install wire or otherwise integrate this equipment into 3 main road case(s) to ensure its portability and assist VIPBS with install or set up at the temporary studio in St. Thomas, and train users & engineers on functions of the system.

##### **2.1.1 TASK (1): PROVIDE BROADCAST PRODUCTION EQUIPMENT UNDER THE FOLLOWING GUIDELINES & CONSIDERATIONS:**

###### **Cameras, Tripods, Lenses, and Accessories**

- 4 HD or better capable ENG cameras (eg. Sony PXW-Z450 or Panasonic Aj-CX4000) with ability to perform as studio camera temporarily.
- 1 HD or better capable PTZ camera with small controller
- 1 Wide angle 18x zoom lens
- 3 Standard angle 20x zoom lenses
- 4 tripods adapted with studio caster kit or dolly wheels

- 4 tripod adapter plates

**Audio hardware**

- 32+ input audio mixing board
- 1 pair audio monitors
- 1 professional studio headphones
- 6 wireless transmitter & receiver for lavalier microphones
- 6 lav mics
- 2 stick mics
- 6 sets of wireless trans/receive IFB beltpacks and associated earpieces
- Antenna system(s)

**Production switcher, replay server, Graphics, and Character Generators**

- 2 M/E Production switcher, 20+ inputs, Frame sync option added, plus all associated GPI & Tally capabilities
- Real time motion graphics generation system
- 3 Multi-channel HD recorders

**Visual Monitoring**

- 1 55+ inch professional display
- 2 20+ inch professional display

**Measurement & Testing monitors, Signal distribution**

- 20x20+ HD-SDI video routing system
- 16x16+ Audio routing system
- 2 router control panels
- Reference/Black/Sync/Time code generator
- GPS clock
- Test signal generator
- Necessary distribution amplifiers

**Intercom System**

- 5 intercom panels for production team (TD, Shading, Audio, Graphics, Producer)
- 5 intercom beltpacks for floor team (4 cameras, floor director)
- Ability to separate talent IFB comms

**Lighting package**

- 20'x20'x10' lighting stage truss system with center cross beams.
- 12-15 LED lighting fixtures of various types
- C-Stands and/or dropped ceiling clips to mount or hang lighting fixtures.

**STL 7GHz microwave system**

- 1 lightweight, compact, portable dish for inner city STL microwave link
- 1 microwave antenna for tower mount at Master control
- 2 transceivers for HD video, data
- 1 video signal encoder
- 1 video signal decoder

**Misc, cables, pelican or road cases**

- Any associated cabling, patches, connector panels required to interconnect & integrate the above listed hardware.
- Pelican or road cases to install or stow equipment make it all portable
- Any associated mounting hardware, clips, stands, or other necessary equipment to enable the temporary install of the above hardware in a small studio space.

**2.1.2 TASK (2): WIRE, INSTALL, AND OTHERWISE INTEGRATE THIS HARDWARE INTO ROAD CASE TO ENSURE FUTURE PORTABILITY**

- There should be 3 main roadcases, 1) For the switcher, monitors, camera shading, video router, HD recorders, and other video equipment. 2) For the lower third, replay, CG, video server and other supporting equipment. 3) For the audio board, wireless microphone and IFB, and intercom equipment.
- Where possible, storage drawers mounted in these 3 main roadcases.
- All other loose or support hardware to be stored or transported in other roadcases.

**2.1.3 TASK (3): ASSIST VIPBS WITH SET UP & INSTALLATION OF STUDIO SYSTEM PACKAGE INTO TEMP STUDIO SPACE**

**2.1.4 TASK (4): TRAIN OPERATORS, PRODUCTION PERSONNEL, AND ENGINEERS OF TEMP STUDIO FUNTIONALITY**

**2.2 KEY DELIVERABLES**

- Provide equipment package
- Integrate equipment package
- Install at temp studio
- Train

**2.3 COMMENCEMENT OF SERVICES**

As soon as can be scheduled.

## **2.4 NUMBER OF AWARDS**

One respondent will be awarded the job.

## **3.0 REQUIRED MINIMUM QUALIFICATIONS OF RESPONDENT**

The following subsections are required minimum qualifications.

- Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business. Such respondents shall attach its license to do business.
- Neither Respondent nor any person or entity associated or partnering with Respondent has been the subject of any adverse findings that may prevent WTJX from selecting Respondent. Such adverse findings may include, but are not limited to, the following:
  - a) Negative findings from the Inspector General, a Federal Inspector General, or from the U.S. Government Accountability Office, or from an Inspector General in another State
  - b) Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in another State or Territory
  - c) Pending litigation with the USVI, any other State or Territory
  - d) Arson conviction or pending case
  - e) Harassment conviction or pending case
  - f) Local, State, Federal or private mortgage arrears, default, or foreclosure proceedings
  - g) In rem foreclosure
  - h) Sale of tax lien or substantial tax arrears
  - i) Fair Housing violations or current litigation
  - j) Defaults under any Federal, Territory, State or locally-sponsored program
  - k) A record of substantial building code violations or litigation against properties owned and/or managed by Respondent or by any entity or individual that comprises Respondent
  - l) Past or pending voluntary or involuntary bankruptcy proceeding
  - m) Conviction for fraud, bribery, or grand larceny
  - n) Listing on the Federal or State excluded parties lists
- Respondent has adequate financial resources to perform the contract, or the ability to obtain them. Financial records for the past two (2) years must be included in the Proposal.
- Respondent can comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- Respondent has a satisfactory performance record.

- Respondent has a satisfactory record of integrity and business ethics.
- Respondent has the necessary organization, experience, operational controls, and technical skills, or the ability to obtain them.
- Respondent has established prior experience in successfully performing the scope of services requested.
- Respondent and its employees hold and maintain any and all territorial, federal, state, and local licenses or certifications as required to perform the services requested.
- Respondent is otherwise qualified and eligible to receive an award under applicable laws and regulations.

### **3.1 REQUIREMENT OF LEGAL ENTITIES**

Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the area in which they are incorporated at the time of the submission of their responses to this RFP. Such respondents shall attach a certificate of good standing from the Secretary of State in the area in which they are incorporated to their proposals. Upon contract execution, the successful Respondent will show evidence of its applications to obtain any required licenses or certificates required to do business in the USVI.

### **4.0 TERM OF ENGAGEMENT**

WTJX will contract for the services of temporary studio equipment integration at a fixed price for a term length that will be set upon awarding of contract to successful Respondent. WTJX reserves the right to modify and/or terminate the contract if the successful organization fails to perform in a manner consistent with the terms of the contract.

### **5.0 PRICE AND PAYMENT**

Respondents must provide a lump sum estimated cost for completing each task as set forth in this RFP. Respondents are also required to submit proposed other costs as outlined in the bid sheet.

WTJX will pay 50% of the fixed contract price up front and the remaining 50% upon completion of the work. Awarded Respondent will be responsible for submitting timesheets or other supporting documentation requested by WTJX in order to receive the remaining 50% payment.

### **6.0 USE OF SUBCONTRACTORS**

WTJX shall have a single prime Contractor that shall be responsible for all deliverables specified in the RFP and proposal. Respondents may enter into subcontractor arrangements; however, Respondent shall acknowledge in its proposal total responsibility for the entire contract.

### **7.0 REQUESTS FOR PROPOSALS SCHEDULE**

The following deadlines have been set by WTJX:

Request for Proposals  
RFP 001-2023-DR STT  
WTJX  
Page 6

Questions: March 3, 2023  
March 17, 2023

## **8.0 ISSUING AND PROCURING OFFICE**

This RFP is being issued for WTJX. All general correspondence and inquiries about the RFP should be submitted in writing and sent to the Procurement Officer listed below:

Email: rfp001-2023@wtjx.org  
Attention: Kia-T'Nique Thomas

## **9.0 CONFLICT OF INTEREST**

A respondent submitting a proposal hereby certifies that no officer, agent or employee of WTJX has a pecuniary interest in this bid or has participated in contract negotiations on behalf of WTJX; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

A respondent must also disclose any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identify any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

## **10.0 M/WBE**

Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate.

Respondents must document good faith efforts to provide meaningful participation by M/WBE firms.

## **11.0 GENERAL FEDERAL GRANT REQUIREMENTS**

This disaster recovery project is funded by the Federal Emergency Management Agency (FEMA) under the guidelines and regulations of The Stafford Act, and as such is subject to Federal audit and compliance. The final contract as well as any subsequent construction contracts shall include the Federal clauses required by “2 CFR 200 Appendix II” as well as HUD General Provisions(included as Appendix A). Any funds disallowed by any federal government entity shall be disallowed from fee or compensation to contractor. Additionally, because the project is receiving Federal funding,

there may be a requirement for archeological monitoring and reporting during the demolition and construction phases as required by National Historic and Preservation Act (NHPA) and Virgin Island State Historical Preservation Officer (SHPO). Further, the project may be evaluated, as required by the National Environmental Policy Act (NEPA), for impacts to Federal EHP laws, regulations and executive orders including floodplain, wetlands and listed threatened and endangered species and their habitats. Any schedule or cost implications will be mutually resolved by VIPBS and the selected firm.

## **12.0 STANDARD CLAUSES FOR CONTRACTS WITH WTJX**

Because the ultimate contract will be between the successful Respondent and WTJX, the contract shall be governed by certain standard WTJX terms and conditions. Respondent shall certify that it will adhere to the terms and conditions set forth, and any subsequent changes deemed appropriate by WTJX.

## **13.0 VIRGIN ISLANDS CODE GROSS RECEIPTS TAX LAW**

Per Virgin Islands Law, cited below, VIPBS will withhold 5% of all vendor payments over \$225,000 to cover gross receipts taxes.

### **VIRGIN ISLANDS CODE**

#### **Title Thirty-Three, Subtitle 1, PART I**

Chapter 3. Miscellaneous Excise Taxes; Gross Receipts Taxes; Wharfage and Docking, etc., Fees  
(§§ 41 — 58)

##### **§ 43. Rate and base of gross receipts tax; exemption; definition**

(a) Every individual and every firm, corporation, and other association doing business in the Virgin Islands shall report their gross receipts and pay a tax of five percent (5%) on the gross receipts of such business. The proceeds of gross receipts taxes shall be covered into the General Fund of the Treasury of the Virgin Islands.

(b) The term “gross receipts” as used in this title shall mean all receipts, cash or accrued, of the taxpayer for services or derived from trade, business, commerce or sales, and the value accruing from the sale of tangible personal property or services, or both, including rentals, fees and other involvements, however, designated, without any deduction on account of the cost of the property sold, the cost of materials used, labor cost, royalties, taxes, interest or discount paid, and any other expenses whatsoever.

(c) The provisions of this section shall apply to contractors with the Government of the United States Virgin Islands for public works, projects or undertakings.

## **14.0 DELIVERY OF BID PACKAGES**

All responses to this RFP are to be submitted no later than May 29, 2020. Submissions will be mailed to Ms. Kia-T'Nique Thomas and the forthcoming mailing address and must be packaged as set forth below:

Kia-T'Nique Thomas  
P.O. Box 808  
Christiansted, VI 00821

## **15.0 BID PACKAGE FORMAT & PROPOSAL CONTENT**

**Main Envelope (Labeled “Originals” or “Copy 1, 2, 3, or 4”)**

**Sub-Envelopes to include:**

**Sub-Envelope 1**

**A. Cover Letter –**

- i. The cover letter should be on the company's official business letterhead, if proposal is submitted by an organization, with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all of the commitments made in their submittal.
- ii. The letter should acknowledge the receipt of all addenda.
- iii. It shall state, if awarded the contract, that the firm or individual will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any.
- iv. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner.
- v. It should also state that the bid package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first.
- vi. The Proposer must also disclose, and identify, any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identify any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

**B. Executive Summary –**

- i. A summary of the Respondent's qualifications;
- ii. A brief statement of the Respondent's understanding of the scope of work to be performed;
- iii. Confirmations addressing any pending litigation statements detailed in L below;
- iv. Ability to meet or exceed the minimum scope requirements and qualifications in the RFP;
- v. Confirmation that the Respondent has any appropriate business license(s) required for this proposal, or, if allowed by law, will obtain such business license;
- vi. Confirmation that the Respondent has not had a record of substandard work within the past five (5) years;
- vii. Confirmation that the Respondent has not engaged in any unethical practices within the past five (5) years;
- viii. Confirmation that, if awarded a contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- ix. Confirmation that Respondent has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- x. Has a written agreement with any person or subcontractor listed in the proposed project staff or team;
- xi. Provide a brief statement describing the adequacy of the Respondent's financial capacity to handle the requirements of this RFP;
- xii. Provide a descriptive list of any and all criminal convictions in the past ten (10) years or active investigations or prosecutions in which the Respondent or any of its officers, directors, or management personnel were or are defendants or targets of investigation;
- xiii. Provide a descriptive list of any and all civil lawsuits in the past five (5) years in which the Respondent or any of its officers, directors, or management personnel were or are plaintiffs or defendants with claims in excess of \$100,000; and
- xiv. Any other information that the Respondent feels appropriate.

**C. Enclosure Checklist** – Complete **Attachment 1** to confirm that all documents have been submitted and enclosed.

**D. Non-Collusive Affidavit** – Complete **Enclosure Document A**. The form must be notarized.

**E. Debarment Certification Form** – Complete **Enclosure Document B**.

**F. Contract Document Checklist Form** – Complete **Enclosure Document C** and submit your current Business License.

**G. Contractor's Qualifications Statement Form** – Complete **Enclosure Document D**. For the Reference Section of the form, provide at least three (3) references for the most recent,

relevant work comparable to the scope requested in this RFP. At a minimum, one of the three (3) references must be for the prime Contractor.

**H. Conflict of Interest** – Complete **Enclosure Document E**.

**I. Authorization for Background Check & Financial Information** – Complete **Enclosure Document F**.

**J. Prior Performance Certification** – Complete **Enclosure Document G**.

**K. Firm Background/Credentials** – Provide the resumes of the key staff that will perform the work and any other documentation that demonstrates their qualifications, including degrees, licenses, certifications, and years of relevant experience.

**L. Pending Litigation Notifications** - *Proposers must provide statements in the Executive Summary regarding the following even if there are/were no such proceedings. Full details must be provided in this section of the response.*

- The Proposer shall provide a statement of whether, in the last ten (10) years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, the explanation providing relevant details.
- The Proposer shall provide a statement of whether there are any pending Securities Exchange Commission investigations involving the Proposer, and if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) will impair the Proposer's performance in a contract under this RFP.
- The Proposer shall provide a statement documenting all open, pending or resolved litigation initiated by Proposer or where Proposer is a defendant in a customer matter within the past ten (10) years.

**M. Proposal** – Provide a synopsis of your approach to providing the outlined scope of work, proposed schedule for staff and overall management style for achieving the Scope of Work. Proposal content shall include:

i. Summary

- a. Provide a summary including a description of the respondent's mission, and an explanation of the types of services the respondent provides that relate to this RFP.

- b. Briefly describe any significant changes to the management and/or structure of the respondent that are related to the work contained in this RFP, including any mergers that occurred in the last five (5) years.
  - c. The name, address, telephone, fax, and email of the respondent should be included. The Respondent shall provide its office locations, number of full-time employees, date of incorporation, and number of years providing grants management system services, in particular, noting years related to disaster recovery temporary studio equipment integration services.
- ii. Experience and Qualifications
  - a. Provide a summary of the types of services the Respondent offers that relate to this RFP.
  - b. Provide specific details on any previous experience with studio equipment integration.
  - c. Proposals must demonstrate that the respondent has each of the necessary minimum qualifications listed in this RFP and is able to carry out each of the specific Tasks and Deliverables identified in this RFP.
  - d. Respondents should provide detailed information about the experience and qualifications of its staff who are considered key to the success of the project.
  - e. Respondents should demonstrate that all proposed staff have the requisite necessary experience and knowledge to successfully implement and perform the tasks and services under this RFP.
  - f. Provide examples of current or past experiences for the Respondent and for any partners or subcontractors related to projects of similar size and scope as requested in this RFP.
  - g. If the respondent will be subcontracting or partnering for any portion of the work, please summarize the qualifications and experience of the subcontractor/partner's relevant staff and attach any contracts or agreements pertaining to the proposal.
- iii. Organizational Chart
  - a. Respondent shall submit an organizational chart detailing the identity of each staff member who shall perform the services required under this contract. Specifically identify people currently employed by the Respondent who will serve in key roles listed in the organizational chart.
  - b. In addition, for any staffing functions for which specific roles have not been provided in this RFP, the respondent should submit a list, describe, and discuss the need for specific roles to perform certain functions and provide an

organizational chart that shows how and by whom these functions will be performed.

iv. Approach & Methodology

- a. Describe the Respondent's understanding of the nature of the Scope of Services and how its Proposal will best meet the needs of WTJX.
- b. Explain how the respondent will achieve the goals, objectives, tasks, and deliverables outlined.
- c. Provide any relevant recommendations for studio equipment integration based on prior experiences providing similar disaster recovery grant management systems services.
- d. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the prime Contractor and WTJX;
- e. Describe the strategy for preventing fraud and abuse, and for complying with state and federal guidelines.

v. Timeline and Staffing Plan

- a. The Respondent shall provide a timeline for the execution of services as detailed in the RFP.
- b. The Respondent should demonstrate their ability to adequately staff and scale each task and deliverable of the RFP.
- c. The Respondent's staffing plan shall specifically include the required number of personnel, role and responsibilities of each person on the project, their planned level of effort, and their anticipated duration of involvement.
- d. The staffing plan should clearly identify whether any roles are to be provided by subcontractors or will need to be hired to provide the scope of services.

vi. Management Plan and Quality Assurance / Quality Control

- a. The Respondent shall provide detailed information on its management plan for the services and its quality assurance / quality control procedures associated with the scope of work.
- b. Outline procedures for ensuring compliance with all federal and state requirements, including but not limited to hiring and contracting requirements,

including Section 3, federal and state labor standards, and M/WBE compliance.

### **Sub-Envelope 2**

#### **A. Bid Sheet – Complete Enclosure Document H.**

Each respondent must adhere to the requirements of this section relative to the proposal package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that their proposal package closely follow the sequence and organizational outline described in this section.

### **15.1 REQUIRED DOCUMENTS**

The successful respondent shall have ten (10) days from the day the notice of selection is received to submit the following documents:

- A. Letter of Good Standing if Corporation or Certificate of Existence if LLC** - The successful respondent will be required to provide a copy of their Letter of Good Standing or Certificate of Existence.
- B. Liability Insurance** – The successful respondent will be required to obtain and have in place Liability Insurance in an amount no less than Five Hundred Thousand Dollars (\$500,000.00). The Insurance policy shall name the WTJX as an “Additional Insured”. The successful respondent must provide a copy of the Liability Insurance.
- C. Worker’s Compensation** - The successful respondent will be required to provide proof of Worker’s Compensation.

Failure to provide the required documents within the stated time period may result in the proposals deemed non-responsive and may be immediately disqualified with no further consideration given for potential awarding of the contract.

### **15.2 BONDING REQUIREMENTS**

The successful Respondent shall comply with the following minimum bonding requirements:

(1) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

(2) A performance bond on the part of the Contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the Contractor's obligations under such contract.

(3) A payment bond on the part of the Contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

## **16.0 SELECTION PROCESS**

WTJX will evaluate all Proposals that are received in a proper and timely manner to determine whether they meet the submission requirements. Awards are made to the most responsive bidder that provides the proposal that is most advantageous to WTJX, considering such factors as the bidder's ability to perform the work of the kind involved in the bid under consideration, the bidders' past experience, time of delivery, etc. and not solely the lowest price.

WTJX, at its sole discretion, will determine which Proposal best satisfies its requirements. All Proposals deemed to be responsive to the requirements of this RFP will be evaluated and scored for technical qualities and price. Proposals that are materially deficient in meeting the submission requirements of this RFP or have omitted material documents may be eliminated from consideration at the sole discretion of WTJX. The evaluation process will include separate technical and price evaluations and will be conducted as set forth herein.

Through an evaluation panel, WTJX will establish a shortlist, either through a natural break in scores or a technically viable cut off technical score. The panel will then evaluate the Price Proposals of only those proposals that have made the cut off/it deems technically qualified. Depending on the number of Respondents, WTJX reserves the right to deviate from this approach. WTJX reserves the right to award contracts based on initial proposals received, without discussions; therefore, the Respondent's initial proposal should contain its best technical and price terms.

### **16.1 INTERVIEW AND/OR DEMO**

In some cases, WTJX may interview Respondents in order to assist in the evaluation process. This interview is not indicative of an intent to award and is solely for the purpose of evaluating Respondents.

### **16.2 RIGHT TO REJECT BID PACKAGES**

WTJX reserves the right to reject, without prejudice, any and all bids submitted in response to this solicitation. Further, Bids submitted in response to this solicitation become the property of WTJX and WTJX may use any idea or concept in a submitted bid, regardless of whether that bid is selected for award.

### **16.3 CHANGES, ADDENDA, AND WITHDRAWLS**

A Respondent may change or withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To change or withdraw a proposal, a written request signed by the authorized representative of the Respondent must be submitted to the RFP Coordinator identified in the RFP.

### **16.4 COST OF OFFEROR PREPARATION**

WTJX shall not be liable for any costs incurred by respondents prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Respondent in responding to this RFP shall be entirely the responsibility of the Respondent and shall not be reimbursed in any manner by the WTJX.

### **16.5 CONTRACT AWARD AND EXECUTION**

WTJX reserves the right to enter into a contract(s) based on the initial offers received without further discussion of the proposals submitted. WTJX reserves the right to contract for all or a partial list of services offered in the proposals. WTJX reserves the right to negotiate reduced payment terms with the awarded Proposer(s).

#### **Enclosures**

• <b>Enclosure Document A</b>	<b>Non-Collusive Affidavit</b>
• <b>Enclosure Document B</b>	<b>Debarment Certification Form</b>
• <b>Enclosure Document C</b>	<b>Contract Document Checklist Form</b>
• <b>Enclosure Document D</b>	<b>Contractor's Qualification Statement Form</b>
• <b>Enclosure Document E</b>	<b>Conflict of Interest</b>
• <b>Enclosure Document F</b>	<b>Authorization for Background Check &amp; Financial Information</b>
• <b>Enclosure Document G</b>	<b>Prior Performance Certification</b>
• <b>Enclosure Document H</b>	<b>Bid Sheet</b>

#### **Attachments**

• <b>Attachment 1</b>	<b>Enclosure Checklist</b>
• <b>Attachment 2</b>	<b>Form for Submission of Inquiries</b>

**ENCLOSURE DOCUMENT A**  
**Virgin Islands Public Broadcasting System (WTJX)**  
***NON-COLLUSIVE AFFIDAVIT***

\_\_\_\_\_, being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ (a partner or officer of the firm of, etc.) the party making the foregoing proposal or proposal cost, that such proposal/bid or proposal cost/bid cost is genuine and not collusive or sham; that said proponent has not colluded conspired, connived or agreed directly or indirectly, with any proponent or person, to put in a sham proposal cost or to refrain from bidding and has not in any matter directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the proposal cost of the affinity or of any other proponent, or to fix any overhead, profit or cost element of said cost proposal, or of that of any other proponent, or to secure any advantage against the Public Broadcasting System or any person interested in the proposed contract; and that all statements in said proposal or cost proposal are true.

---

(Name of Respondent, if the Respondent is a Corporation)

---

(Name of Respondent, if the Respondent is a Limited Liability Company)

---

(Name of the Respondent, if the Respondent is a Sole Proprietor)

Subscribed and sworn to before me at (location) \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_\_\_

of legal age, \_\_\_\_\_

(Trade or Corporation)

and personally known to me.

(SEAL) \_\_\_\_\_

Public Notary

**ENCLOSURE DOCUMENT B**  
**Virgin Islands Public Broadcasting System (WTJX)**  
***DEBARMENT CERTIFICATION FORM***

---

***Certification Regarding Debarment, Suspension and Ineligibility***

---

- (1) The respondent certifies, by submission of this RFP Response, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) The respondent will provide immediate written notice to whom this Certification is submitted if at any time the Proposer learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (3) The respondent shall not knowingly enter any agreement/subcontractor relationship lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this procurement, unless authorized by the department or agency with which this procurement originated.
- (4) Where the respondent is unable to certify to any of the statements in this certification, such respondent shall attach an explanation to this RFP Response.

Name and Title of Authorized Representative

---

---

Signature

---

Date

**ENCLOSURE DOCUMENT C**  
**Virgin Islands Public Broadcasting System (WTJX)**  
***CONTRACT DOCUMENT CHECKLIST***

*Complete the form and provide associated supporting documentation.*

Name of Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

1.  Contractor Corporate Documents

**Corporation**  Copy of Articles of Incorporation & By Laws  
 Letter of Good Standing from Office of the Lt. Governor

**LLC**  Copy of Articles of Organization  
 Copy of & Operating Agreement  
 Certificate of Existence from Office of the Lt. Governor

**Sole Proprietor**  Copy of Trade Name Certificate

2.  Current business license      Expiration date: \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

Type of business license: \_\_\_\_\_

3.  Employer Identification Number (EIN/ SSN): \_\_\_\_\_

4.  DUNS: \_\_\_\_\_

5.  Insurance Binder      Expiration date: \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_  
Type of Insurance:  General Liability  Automobile  Errors and  
Omissions

-----*For WTJX use only* -----

6.  Proposed Scope of Work TB# \_\_\_\_\_ IFB# \_\_\_\_\_ RFP# \_\_\_\_\_ RFQ# \_\_\_\_\_

7.  Bids  Signed Bid Evaluation Spreadsheet

8.  Request for Approval from Chief Executive Officer

Staff Final Review Date: \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

Date Submitted by Review Board \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

Outstanding Issues: \_\_\_\_\_

Request for Proposals  
RFP 001-2023-DR STT  
WTJX  
Page 19

Chief Executive Officer: \_\_\_\_\_

Date approved: \_\_\_\_\_

Legal Counsel: \_\_\_\_\_

Date approved: \_\_\_\_\_

Date Submitted to Executive Director for Contract Approval: \_\_\_\_/20\_\_\_\_

Suggested # of Days in Contract \_\_\_\_\_

Mobilization/Payment Terms \_\_\_\_\_

**ENCLOSURE DOCUMENT D**  
**Virgin Islands Public Broadcasting System (WTJX)**  
***CONTRACTOR'S QUALIFICATION STATEMENT***

Name of License Holder: \_\_\_\_\_

Name of Company/DBA (if any): \_\_\_\_\_

Legal Status: (check one) Corp. \_\_\_\_\_ LLC \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship

Business Location (office): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Website address (if any): \_\_\_\_\_

Number of Years licensed to conduct business \_\_\_\_\_

Number of studio equipment integration Services completed in the last 5 Years \_\_\_\_\_, Average value of these Contracts \$ \_\_\_\_\_

Do you have current Liability Insurance Coverage?  Yes  No If yes, value \$ \_\_\_\_\_

Have you ever failed to complete a project, been fired and/or sued by one of your clients? \_\_\_\_\_

*(If yes, explain on another sheet, the circumstances and outcome)*

Are there or have there been any Claims, Arbitration, Judgments or Liens against you? \_\_\_\_\_

*(If yes, explain on another sheet, the circumstances and outcome)*

---

**Complete the following pages for information related to your current and past projects references/client listing.**

---

List the **Subcontractors** you will utilize:

---

Certification of truth of the above Statements, by: \_\_\_\_\_

Title: \_\_\_\_\_

Request for Proposals  
RFP 001-2023-DR STT  
WTJX  
Page 21

Provide at least three (3) references for the most recent, relevant work comparable to the scope requested in this RFP. At a minimum, one of the three (3) references must be for the prime Contractor.

#	Name of Client	Project Title	Project Description	Specific Deliverables	Contract Value	Contract Start and End Date	% Complete	Reference Contact Name	Phone and Email of Reference Contact
1									
2									
3									
4									
5									

Certification of truth of the above Statements, by: \_\_\_\_\_ Title: \_\_\_\_\_

## ENCLOSURE DOCUMENT E

### Virgin Islands Public Broadcasting System (WTJX)

#### *CONFLICT OF INTEREST*

**By signing this form, the Respondent certifies that, to the best of its knowledge and belief, there are no relevant facts or circumstances that could give rise to an organizational or personal conflict of interest, for the organization or any of its staff, and that the Respondent, subcontractor, employee, or consultant has disclosed all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts (or if such a person would question the impartiality of the Respondent, subcontractor, employee, or consultant).**

Conflicts may arise in but not limited to the following situations:

- a. Unequal access to information. A potential respondent, subcontractor, employee, or consultant has access to non-public information through its performance on a government contract for disaster recovery services in the Virgin Islands.
- b. Biased ground rules. A potential respondent, subcontractor, employee, or consultant has worked, in one government contract, or program, on the basic structure or ground rules of another government contract for disaster recovery services in the Virgin Islands.
- c. Impaired objectivity. A potential respondent, subcontractor, employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial or other interests that would impair, or give the appearance of impairing, impartial judgment in the evaluation of government programs, in offering advice or recommendations to the government, or in providing technical assistance or other services to recipients of Federal funds as part of its contractual responsibility.

- 1) Proposer must provide the disclosure described above on any actual or potential conflict of interest (or apparent conflict of interest) regardless of their opinion that such a conflict or potential conflict (or apparent conflict of interest) would not impair their objectivity.
- 2) In a case in which an actual or potential conflict (or apparent conflict of interest) is disclosed, the WTJX will take appropriate actions to eliminate or address the actual or potential conflict, including but not limited to mitigating or neutralizing the conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the conflict. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest.
- 3) The Respondent, subcontractor, employee, or consultant agrees that if “impaired objectivity”, or an actual or potential conflict of interest (or apparent conflict of interest) is discovered after the award is made, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the Proponent has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict (or apparent conflict of interest).

The Respondent, \_\_\_\_\_, hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or task order resulting from Request for Proposal No. **RFP 001-2020-DR-STT** that would create any actual or potential conflict

Request for Proposals  
RFP 001-2023-DR STT  
WTJX  
Page 23

of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term "potential conflict" means reasonably foreseeable conflict of interest. The Respondent further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to the WTJX's satisfaction, such conflict of interest (or apparent conflict of interest).

Name and Title of Authorized Representative

---

Signature

---

Date

## **ENCLOSURE DOCUMENT F**

**Virgin Islands Public Broadcasting System (WTJX)**

***AUTHORIZATION FOR BACKGROUND CHECK & FINANCIAL INFORMATION***

By signing this Authorization, the Proposer authorizes the Public Broadcasting System (WTJX) to seek any background and/or financial information it deems' necessary to evaluate the Respondent's financial capacity in connection to the Request for Proposal (RFP) referenced above.

---

Name of Proposer Entity

---

Signature of Authorized Representative

---

Date

---

Printed Name of Authorized Representative

## **ENCLOSURE DOCUMENT G**

### Virgin Islands Public Broadcasting System (WTJX)

#### ***PRIOR PERFORMANCE CERTIFICATION***

- 1.** Has the Proposer or any of its Team Members been notified with a “Letter of Concern”, which refers to any written communication from a Government entity notifying the Proposer or any of its Team Members, wariness or caution about the performance under a contract to provide services.

Yes       No       Other (Specify): \_\_\_\_\_

If yes, provide a copy of every “Letter of Concern” received from and as a contractor of a Government entity.

- 2.** Has the Proposer or any of its Team Members been found in default of contract terms with any contracting entity?

Yes       No

If yes, indicate below if a Performance Bond or other means was used to resolve the default issue:

Yes       No       Other (Specify): \_\_\_\_\_

Name of Surety Company: \_\_\_\_\_

Telephone of Surety Company: \_\_\_\_\_

Contact Person of Surety Company: \_\_\_\_\_

Provide an explanation regarding the circumstances that created the need for the contracting entity to invoke the terms of the Performance Bond, or other means, to include the current status of the matter (Include additional sheets if necessary).

---

Proposer Name

---

Signature of Authorized Representative

---

Date

---

Printed Name of Authorized Representative

**ENCLOSURE DOCUMENT H**  
***BASE BID SHEET***

**TEMPORARY STUDIO EQUIPMENT INTEGRATION  
SERVICES**  
**for the**  
**VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM (WTJX)**

**The undersigned contractor proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scopes of work, subject to all the conditions as set forth in the project scope of work. All costs are to be inclusive of any travel or other direct out of pocket costs.**

**Instructions:** For Section 1, the respondent should provide the lump sum amounts for tasks 1 and 2. The monthly rate should be provided for task three (Estimated Total for task 3 should be the monthly rate multiplied by the number of months shown). For Section 2, the respondent should provide the Number of Staff, Hourly Rate, and calculate the Estimated Total in the chart below. Any additional positions not already listed may be added by the respondent.

These costs are being provided for purposes of evaluating bids and determining reasonable cost for these items. Depending on the structure of the winning bidder's response, not all costs may ultimately be included in the final contract.

**The below table serves as an example for what the base bid sheet can look like:**

<b>Section 1</b>				
<i>Type of Work</i>	<b>Unit</b>	<b>Monthly Rate</b>	<b>Estimated Timing</b>	<b>Estimated Total</b>
Task (1):				
Task (2):				
Task (3):				
<b>TOTAL –</b>				

  

<b>Section 2</b>				
<i>Potential for Additional Services outside of Lump Sum*:</i>	<b># of Staff</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	<b>Estimated Total</b>

Request for Proposals  
RFP 001-2023-DR STT  
WTJX  
Page 27

<b>SUBTOTAL</b>				
<b>TOTAL</b>				

\* Note: Address any additional items that might need clarification.

**PLEASE PRINT OR TYPE NAME & THEN SIGN BELOW**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ATTACHMENT 1**

Virgin Islands Public Broadcasting System (WTJX)  
***ENCLOSURE CHECKLIST***

**RFP 001-2020-DR-STT**  
**TEMPORARY STUDIO EQUIPMENT INTEGRATION Services**

---

**Proposer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

<input type="checkbox"/>	Enclosure Document A Non-Collusive Affidavit
<input type="checkbox"/>	Enclosure Document B Debarment Certification Form
<input type="checkbox"/>	Enclosure Document C Contract Document Checklist Form
<input type="checkbox"/>	Enclosure Document D Contractor's Qualification Statement Form
<input type="checkbox"/>	Enclosure Document E Conflict of Interest
<input type="checkbox"/>	Enclosure Document F Authorization for Background Check & Financial
<input type="checkbox"/>	Enclosure Document G Prior Performance Certification
<input type="checkbox"/>	Enclosure Document H Bid Sheet

Request for Proposals  
RFP 001-2023-DR STT  
WTJX  
Page 29

**ATTACHMENT 2**

Virgin Islands Public Broadcasting System (WTJX)  
**FORM FOR SUBMISSION OF INQUIRIES**

**RFP 001 -2020-DR-STT**

**TEMPORARY STUDIO EQUIPMENT INTEGRATION Services**

*Submit additional sheets of this Form for Submission of Inquiries if more than 10 questions are to be submitted*

Proposer:	Date:	
No. Question	RFP Section or Document	RFP or Document Page No.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		